
II. GENERAL GRANT PROPOSAL INFORMATION

A. Who May Apply

1. California public or private non-profit organizations are eligible to apply for these funds. Only one application may be submitted per organization/organizational unit. For applicants claiming private non-profit status, **either** certification from the State of California, Office of Secretary of State, **or** a letter from the Department of the Treasury, Internal Revenue Service, classifying the applicant administrative agency as a private non-profit **MUST BE INCLUDED** with the submission of the application. The certification and a sample letter are provided in Appendix B and C. **Applications from public organizations (e.g., city, county, and universities) are not required to submit documentation to certify non-profit status.**

Note: These forms must be scanned and uploaded into the Online Tobacco Information System (OTIS) as part of the on-line application process prior to submission.

2. As referenced in H&S Code Section 104440 "LLAs shall be ineligible for awards under the competitive grants program, unless the LLA is a participant within a consortium of community-based organizations or nonprofit organizations." A consortium application must be composed of two or more organizations.
3. State of California agencies, other than state universities and colleges, are not eligible for these funds.
4. Any agency, with the exception of universities and colleges, that receives funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company, during the term of the contract, is **not eligible** for funding under this RFA. Agency certification to this effect is required on Attachment 1. An electronic version of this form is available at: www.dhs.ca.gov/tobacco/html/funding.htm#rfa07-100, Supplemental Materials. See Appendix D for a partial list of the tobacco company subsidiaries.

Note: Attachment 1 must be completed and uploaded into OTIS as part of the on-line application process prior to submission.

With regard to universities and colleges, any Principal Investigator (PI), or any investigator associated with this application, who within the last five years from the start date of the contract period, or during the term of the contract, receives or has received funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company, is **not eligible** for funding under this RFA. The PI's certification is required on Attachment 1.

B. Grant Period and Funding Levels

1. Approximately \$5.3 million is expected to be available for this RFA. Award amounts are contingent upon the use of multiyear spending authority and available revenues. Funding from FY 2007-08 and any subsequent FY is contingent upon available revenues and appropriation by the Legislature and the Governor.
2. Awards are expected to range from \$300,000 up to a maximum of \$600,000 for the grant period beginning July 1, 2007, and ending June 30, 2010.
Applications must be for the entire 36 month period. CDHS/TCS will have the option of renewing the grant(s) for an additional two years if funds are available and the grantee has performed to the satisfaction of CDHS/TCS.
3. CDHS/TCS reserves the right to fund any or none of the applications submitted in response to this RFA. CDHS/TCS may also waive any immaterial deviation in any application. CDHS/TCS waiver of any immaterial deviation(s) shall not excuse an application from full compliance with the contract terms if a contract is awarded.
4. CDHS/TCS reserves the right to withdraw any award if an acceptable Scope of Work (SOW), Budget, Budget Justification, and other CDHS/TCS required forms are not received by CDHS/TCS within 45 calendar days of being negotiated by CDHS/TCS and the awardee.
5. Expenses associated with preparing and submitting an application are solely the responsibility of the applicant agency and will not be reimbursed by CDHS/TCS.
6. CDHS/TCS reserves the right to withdraw any award or negotiate the SOW of any proposed projects or proposed project components.
7. The awardee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this grant for the acquisition, operation, or maintenance of computer software in violation of copyright laws.
8. CDHS/TCS will send to each awardee, along with the official award notification, a copy of the grant language. Changes to this language will not be negotiated at any time during the negotiation process. Please refer to the draft language for the "Contract Terms and Conditions" at www.dhs.ca.gov/tobacco/html/funding.htm#rfa07-100.

C. Application Submission Requirements

1. Letter of Intent

For the purpose of planning the RFA review process, all prospective applicants must submit a letter notifying CDHS/TCS of its intent to submit an application. This letter is not binding and those submitting a letter may elect not to submit an application. **One (1) signed letter of intent is due in the CDHS/TCS office no later than 5 p.m. on Friday, February 16, 2007.** The letter of intent must be submitted on the applicant's letterhead, signed by an officer of the board or their agent, and state the following: the name and number of the RFA under which the application will be submitted, the estimated budget request, and the primary population to be served. Please note, more than one population may be served, but one population must be designated as the primary population to be served.

E-mail documents will not be accepted. Mail or fax the letter of intent to:

Attention: Steve Schell
California Department of Health Services
Tobacco Control Section
MS 7206
P.O. Box 997413
Sacramento, CA 95899-7413
Fax (916) 449-5517

Clearly indicate on the outside of the mailing envelope or fax transmittal sheet "Tobacco Control Interventions for Priority Populations RFA TCS 07-100."

2. Application

The application will be submitted electronically via OTIS. For specific information on this process refer to Section, "**IV. Application Requirements and Instructions.**" The deadline to submit your application on-line through OTIS is at **5 p.m., Pacific Standard Time (PST) on March 8, 2007.**

In submitting an application, all applicants agree that CDHS/TCS is authorized to verify any and all claimed information. All applications received by CDHS/TCS are subject to the provisions of the "California Public Record Act" (Government Code Section 6250 et seq.) and are not considered confidential after completion of the selection process.

3. RFA AVAYA© Information Meeting and On-line Application Training

In order to enhance maximum participation, CDHS/TCS has scheduled two (2) Information Meetings and On-line Application Trainings on

Wednesday, February 14, 2007. The purpose will be to review the RFA with agencies and provide training for applying on OTIS as mentioned on page 19 of the RFA. This Information Meeting and On-line Application Training will **not** be an on-site, in-person event. The meeting will be a combined Internet and teleconference call utilizing Avaya© software which is an interactive visual meeting program and voice participation using a personal computer with Internet link and a regular conventional telephone line. It should be noted, however, that written information contained in RFA 07-100 takes precedence over any information gained at the Information Meeting and On-line Application training meeting and attendance at this meeting is considered optional. It is the applicants' responsibility to read and understand the instructions to access the meeting and training prior to the meeting date.

Applicants must register by Friday, February 9, 2007, at 5 p.m., at <http://www.surveymonkey.com/s.asp?u=194073119456>, in order to receive their security codes to access Avaya©, and the phone teleconferencing system, and to be assigned to either Session 1 or Session 2 of the Information Meeting. Additionally, please carefully review the equipment/software minimum specifications for a compatible connection to CDHS/TCS included in **Appendix J** of this RFA. At the time of registration, agencies will be provided with the appropriate access codes for Avaya© and the teleconference, Information Meeting steps, computer needs, and additional information.

Mandatory Test Session to Access Avaya©

Agencies planning to attend the Information Meeting and On-line Application Training are required to attend a mandatory test session on Tuesday, February 13, 2007, from 10 a.m. – 12 p.m. to determine if access to Avaya© is available through their current agency equipment/software. The test session is offered to provide agencies with an opportunity to test internet connections and to eliminate technical problems on the day of the Information Meeting and On-line Application Training.

Information Meeting and On-line Application Training

The Avaya meetings and the phone teleconferencing system are password protected. The Information Meetings will include a preliminary orientation to CDHS/TCS OTIS, since the application will be submitted electronically to CDHS/TCS. Each meeting session will have a maximum capacity for seventy (70) individual participant connections. Agencies are requested to use speakerphones if more than one person would like to attend and to activate the mute function on the equipment being used (if your telephone does not have a mute key you can enter *6). CDHS/TCS is requesting that participants do not use cellular telephones for these meetings as potential connection problems could be incurred. In the event that any participant's connection causes interference and is a disruption to the meeting, the line causing the interference

will be disconnected from the call. Agencies will be limited to one user name and pass code in order to allow for more lines to be available for meeting participants. Attendees will only be allowed to participate in one meeting and training session. The CDHS/TCS Webmaster representative can be contacted by calling (916) 449-5500 to request assistance. **Agencies are strongly encouraged to log onto the Avaya© system about an hour before the meeting starts.**

The Information Meeting and On-line Application Training sessions are scheduled for:

**Session 1
WEDNESDAY
FEBRUARY 14, 2007
9:00 a.m. to 12:00 p.m.**

or

**Session 2
WEDNESDAY
FEBRUARY 14, 2007
1:45 p.m. to 4:45 p.m.**

**Information Meeting and On-line Application Training
Agendas**

8:00 a.m.	-	9:00 a.m.	Agency Connections to Avaya© and Teleconference
9:00 a.m.	-	10:00 a.m.	OTIS Training
10:00 a.m.	-	11:15 a.m.	RFA Presentation
11:15 a.m.	-	11:30 a.m.	Break (15 minutes)
11:30 a.m.	-	12:00 p.m.	Question and Answer Period
12:45 p.m.	-	1:45 p.m.	Agency Connections to Avaya© and Teleconference
1:45 p.m.	-	2:45 p.m.	OTIS Training
2:45 p.m.	-	4:00 p.m.	RFA Presentation
4:00 p.m.	-	4:15 p.m.	Break (15 minutes)
4:15 p.m.	-	4:45 p.m.	Question and Answer Period

A question and answer period will follow the RFA presentation. Agencies may fax questions to CDHS/TCS at any time during the presentation using the following fax lines: (916) 449-5505, or (916) 449-5517. CDHS/TCS staff will have a fifteen (15) minute break between the end of the presentations and the start of the question and answer period to prepare responses. A summary of the participant questions and CDHS/TCS responses or a list of the individuals that participated will not be disseminated following the Information Meeting.

The RFA PowerPoint presentation will be available at the CDHS/TCS website: www.dhs.ca.gov/tobacco/html/funding.htm#rfa07-100, at 5 p.m. on

February 13, 2007, for those agencies that would like to download the presentation prior to the Information Meeting.

Any costs incurred by individuals or agencies participating in the Information Meetings are the sole responsibility of the attendees and will not be reimbursed by CDHS/TCS.

Note: In the event of a public health emergency the Information Meetings will be cancelled

D. Application Review Process

1. Submission Requirements

Applications must be submitted via OTIS and received by **5 p.m. (PST) on March 8, 2007**. Applications must be complete at the time of submission. Applications that do not comply with the submission requirements will be considered non-responsive and will be excluded from the review. Omission of any required document or form, failure to use the required formats for response, or failure to respond to any requirement may lead to rejection of the application prior to review. CDHS/TCS may waive any immaterial deviation in any application; however, this waiver shall not excuse an application from full compliance with the contract terms if a contract is awarded. If more than one application is submitted per organization/organizational unit, neither application will be reviewed.

2. Application Review

Each application that complies with the mandatory requirements will be evaluated and scored by a peer review committee on a scale of 0 to 105 points. The review committee may include representatives from voluntary health organizations, government agencies, public and private non-profit organizations, and state colleges and universities.

Applications must receive a score of 84 points or more to pass and to be considered for funding. However, due to potential funding limitations, there is no guarantee that scoring 84 or above will result in funding or funding at the level requested.

The maximum point value of each section is as follows:

(1) Applicant Capability	20 points
(2) SOW and Evaluation Plan	40 points
(3) Narrative Summary	15 points
(4) Budget Justification	<u>30 points</u>
	105 points

3. Notification of Decision

Each applicant, whether selected for funding or denied, will be notified in writing of the funding decision. Applicants may receive, upon written request to CDHS/TCS, their consensus review tool summary page which provides the score and overall strengths and weaknesses of their application.

4. Contract Negotiation

Following the award notification, contract negotiations will occur with the potential contractors in a timely manner. CDHS/TCS reserves the right to reject any proposed project(s) or project component(s). Following contract negotiations, the contractor is required to submit a detailed SOW, and Budget Justification in accordance with CDHS/TCS requirements, which will become part of the formal grant. Upon completion and approval of these documents, the grant will be fully executed and work will commence.

E. Appeals Process

Only those agencies that submit an application consistent with the requirements of this RFA and are not funded may appeal. Applicants may not appeal based on their funding level. Appeal letters based on the final application selection must be received **no later than 5 p.m. on April 11, 2007, at the address indicated below**. E-mail transmitted documents will not be accepted. Appeals shall be limited to the grounds that CDHS/TCS failed to correctly apply the standards for reviewing your agency's application in accordance with this RFA.

The appellant must file a written appeal, which includes the issue(s) in dispute, the legal authority or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief or Designee
California Department of Health Services
Division of Chronic Disease and Injury Control
MS 7200
P. O. Box 997413
Sacramento, CA 95899-7413
Fax (916) 449-5517

At the sole discretion, the Chief of the Division of Chronic Disease and Injury Control or his designee, may hold an appeal hearing with each appellant and then come to a decision. That decision can be based on either the combination of the written appeal letter and the evidence presented at the hearing, or based on the written appeal letter if no hearing is conducted. The decision of the Chief of the Division of Chronic Disease and Injury Control or his designee shall be final. There is no further

administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within fifteen (15) working days of their hearing date or the consideration of the written appeal letter, if no hearing is conducted.

F. Tentative Timelines

February 5, 2007	Release of RFA
February 8, 2007	Applicants email request to tcsweb@dhs.ca.gov to obtain required OTIS user identification and password to submit application (See page 25 for more information)
February 9, 2007	OTIS application site available
February 9, 2007	Registration deadline for Information Meeting on February 14, 2007 (See page 17 for more information)
February 13, 2007	Test session for Information Meeting and On-line Training on February 14, 2007 (mandatory for attendees)
February 14, 2007	Information Meeting and On-line Training – Avaya Web meeting sessions
February 16, 2007	Letters of Intent due to CDHS/TCS no later than 5 p.m.
March 8, 2007	Applications due to CDHS/TCS no later than 5 p.m.
April 4, 2007	Award decisions announced
April 11, 2007	Appeals due to CDHS/TCS no later than 5 p.m.
April 16, 2007	Appeal Hearings
April 16, 2007	Contract Negotiations begin
July 1, 2007	Contract period begins
June 30, 2010	Contract period ends